

United States Bankruptcy Court
Northern District of Illinois
Chapter 7 Trustee ECF Event Certification Assignment

This exercise is to be completed by the trustee or attorney who will receive an ECF login and password with filing capability.

Complete the exercise by accessing the CM/ECF Training database located at <https://ecf-train.ilnb.uscourts.gov/cgi-bin/login.pl> from your office. The exercise will require that documents be created and then converted to PDF documents to complete the exercise.

Online instructions can be accessed after you have logged on to CM/ECF. Click the book icon located on the main menu bar.



Exercises

Case Number

Use Attorney login to complete step 1

- Step 1** **File a bankruptcy case** _____
- Upload creditors
 - File Declaration of Electronic Filing
 - Pay filing fee
- (Note: Use the following credit card number - Visa 41111111111111)*

Use Trustee login to complete steps 2 - 5

- Step 2** **File a motion to sell estate** _____

- Step 3** **File a two part motion** _____

- Step 4** **Complete the Trustee 341 call using the date given in class**

- Step 5** **File an Adversary Proceeding** _____
- Use bankruptcy case filed in lesson #1 as your related bankruptcy case
 - Add one plaintiff and one defendant
 - File Deferral of Adversary Filing Fee
 - File Summon Service Executed

Once completed, please send an email to the Training Department at ECF_Train@ilnb.uscourts.gov, advising your assignment is ready to be reviewed for certification.